

POSITION AVAILABLE

FAIR HOUSING PROGRAM ASSISTANT

The Fair Housing Center of Southwest Michigan (“the Center”) seeks a Program Assistant to assist the Director of Education and Outreach in fulfilling the Center’s mission of promoting integration and working to eliminate housing discrimination. The Program Assistant will primarily assist in the Center’s marketing, outreach, and education activities. He/she will, to a lesser extent, also be engaged in investigation activities and provide informational housing counseling services. All duties must be conducted confidentially, and in compliance with all federal, state, and local regulations as well as professional standards.

For each position, the **ideal candidate** will be an individual who:

Is knowledgeable of Southwest Michigan	Is Bi-lingual (English-Spanish)
Has proven, effective marketing skills	Is a highly motivated self-starter
Is experienced in producing print media	Is committed to high quality work and products
Has experience in organizing large events	Has demonstrated the ability to work collaboratively with others in a challenging environment
Has the demonstrated ability to provide education and training for adults	Has the demonstrated ability to work independently
Has demonstrated a commitment to ensuring civil rights for all	Has the demonstrated ability to achieve results while efficiently managing multiple projects
Has experience in a nonprofit, community-based agency; preferably for a housing services agency	Has demonstrated excellent verbal and written communication skills
Has a Bachelor’s degree in a human service field or equivalent experience and education	Has the demonstrated public speaking and writing abilities to convey information accurately and effectively
Has experience working with diverse community groups	Has knowledge of computer hardware and software, including Microsoft Office applications
Is able to communicate effectively in non-English settings	

If you possess some or all of these attributes, please drop off or mail a resume with a cover letter stating salary requirements to **Fair Housing Center of Southwest Michigan, 405 W. Michigan, Kalamazoo, MI 49007.**

Electronically submitted applications will not be accepted. No phone calls, please.

Deadline: Monday, 4:00 PM, December 1, 2014